



City of Tempe

FACILITIES MANAGEMENT COORDINATOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	577	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Internal Services	<i>Salary / Hourly Minimum:</i>	\$28.267308
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$38.161058
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Sr Engineering Associate+
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Technicians

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives general supervision from higher level supervisory or from other management staff

MINIMUM QUALIFICATIONS

<i>Experience:</i>	A minimum of 2 years of full-time experience working in related construction and maintenance work to include management and/or maintenance, project management or contracts coordination.
<i>Education:</i>	Equivalent to completion of a Bachelor's degree in Industrial Engineering, Construction Management, or degree related to the core functions of this position.
<i>License / Certification:</i>	Must possess and maintain a valid driver's license.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission, vision, and values. To coordinate, monitor, and manage the development of facility improvement projects scope and schedules; prioritize facility deficiencies; and manage project coordination with all involved department representatives, vendors or internal staff.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Identify and establish preventative maintenance programs utilizing work orders on the computerized work order system and asset management program.
- Manage and coordinate construction projects and tenant improvements at city facilities
- Acquire project estimates and review costs;
- Update and maintain asset management program with asset lifecycle changes;
- Provide recommendations to staff and/or management for possible actions or efficiencies;
- Coordinate with city staff and city vendors in compliance with Procurement policies.
- Assist in preparation and monitoring of Facility's CIP budgets;
- Operate and maintain data in various computerized systems and accurate records of work performed, materials used and associated work;
- Establish and maintain cohesive and effective working relationships with facility patrons and contracted users of specialty facilities as well as the general public;
- Coordinate, contribute and use best management practices;
- Perform related duties as assigned;
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects (up to 50 lbs.);
- Operate city vehicles;
- Climb stairways, ladders, and work on elevated structures;
- Traverse uneven surfaces;
- Operate computers, calculators and other office machines (using repetitive hand/eye movement);
- Work out of doors in inclement weather (during site visits);
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- May work alone for extended periods of time.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
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Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<i>Effective July 2019</i>